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17555 PEAK AVENUE MORGAN HILL, CALIFORNIA 95037

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Morgan Hill  
City Council Chambers  
17555 Peak Avenue  
Morgan Hill, California

Chairperson:	Tim Hennessey
Vice Chair:	Loren Burks
Commission Member:	Susan Brazelton
Commission Member:	Judith Cowen
Commission Member:	Paul Lake
Commission Member:	Bill Haskell
Commission Member:	Cecilia Clark

## **LIBRARY, CULTURE AND ARTS COMMISSION REGULAR MEETING**

**November 4, 2014**

**7:00 P.M.**

### **AGENDA**

#### **CALL TO ORDER**

#### **ROLL CALL ATTENDANCE**

#### **DECLARATION OF POSTING OF AGENDA**

**Per Government Code 54954.2**

#### **PLEDGE OF ALLEGIANCE**

#### **OPPORTUNITY FOR PUBLIC COMMENT**

Members of the public are entitled to address the Library, Culture, & Arts Commission concerning any item within the Commission's subject matter jurisdiction. Public comments are limited to no more than three minutes. Except for certain specific exceptions, the Library, Culture & Arts Commission is prohibited from discussing or taking action on any item not appearing on the posted agenda. (See additional noticing at the end of this agenda)

#### **ADOPTION OF AGENDA**

## **LIBRARY REPORTS**

- |  |                                    |
|--|------------------------------------|
| <b>A. COUNTY LIBRARY REPORT</b><br>Legislation, Funding & Budgeting, JPA                   | <b>County Librarian</b>            |
| <b>B. MORGAN HILL LIBRARY REPORT</b><br>User Statistics-Staffing-Programs-Upcoming Events  | <b>Community Librarian</b>         |
| <b>C. FRIENDS OF THE LIBRARY REPORT</b>  | <b>President</b>                   |
| <b>D. CITY OF MORGAN HILL UPDATE</b><br>Update on City Events Relating to Arts and Culture | <b>Community Services Director</b> |

## **CONSENT CALENDAR**

- 1. APPROVAL OF MEETING MINUTES FOR September 9, 2014**

## **BUSINESS**

- 2. CITY OF MORGAN HILL ETHICS POLICY**  
Recommended Action:  
1.) Receive report.

## **COMMISSION WORKPLAN UPDATES**

## **ANNOUNCEMENTS**

### **FUTURE COMMISSION INITIATED AGENDA ITEMS:**

Note: in accordance with Government Code Section 54954.2(a), there shall be no discussion, debate and/or action taken on any request other than providing direction to staff to place the matter of business on a future agenda.

**ADJOURNMENT** to the next monthly meeting at **7:00 p.m.** on November 11, 2014.

**NOTICE**

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act that are distributed to a majority of the legislative body less than 72 hours prior to an open session, will be made available for public inspection at the Office of the City Clerk at Morgan Hill City Hall located at 17575 Peak Avenue, Morgan Hill, CA, 95037 at the same time that the public records are distributed or made available to the legislative body. (Pursuant to Government Code 54957.5)

**PUBLIC COMMENTS ON ITEMS NOT APPEARING ON AGENDA**

Following the opening of the Meeting, the public may present comments on items ***NOT*** appearing on the agenda that are within the Commission's jurisdiction. Should your comments require Commission action; your request will be placed on the next appropriate agenda. No discussion or action may be taken until your item appears on a future agenda. You may contact the Clerk for specific time and dates. This procedure is in compliance with the California Public Meeting Law (Brown Act) G.C. 54950.5. Please limit your presentation to three (3) minutes.

**PUBLIC COMMENTS ON ITEMS APPEARING ON AGENDA**

The Library, Culture & Arts Commission welcomes comments from all individuals on any agenda item being considered by the Commission. Please complete a Speaker Card and present it to the Clerk. This will assist the Members in hearing your comments at the appropriate time. Speaker cards are available from staff. In accordance with Government Code 54953.3 it is not a requirement to fill out a speaker card in order to speak to the Commission. However, it is very helpful to the Commission if speaker cards are submitted. As your name is called, please walk to the podium and speak directly into the microphone. Clearly state your name and address and then proceed to comment on the agenda item. In the interest of brevity and timeliness and to ensure the participation of all those desiring an opportunity to speak, comments presented to the Commission are limited to three minutes. We appreciate your cooperation.

**NOTICE**

**AMERICANS WITH DISABILITIES ACT (ADA)**

The City of Morgan Hill complies with the Americans with Disability Act (ADA) and will provide reasonable accommodation to individuals with disabilities to ensure equal access to all facilities, programs and services offered by the City. If you need special assistance to access the meeting room or to otherwise participate at this meeting, including auxiliary aids or services, please contact the Office of the City Clerk at City Hall, 17555 Peak Avenue or call 779-7259 or (Hearing Impaired only - TDD 776-7381) to request accommodation. Please make your request at least 48 hours prior to the meeting to enable staff to implement reasonable arrangements to assure accessibility to the meeting.

If assistance is needed regarding any item appearing on the agenda, please contact the Office of the City Clerk at City Hall, 17575 Peak Avenue or call 779-7259 or (Hearing Impaired only - TDD 776-7381) to request accommodation.

**NOTICE**

Notice is given, pursuant to Government Code Section 65009, that any challenge of Public Hearing Agenda items in court, may be limited to raising only those issues raised by you or on your behalf at the Public Hearing described in this notice, or in written correspondence delivered to the Commission at, or prior to the Public Hearing on these matters.

**NOTICE**

The time within which judicial review must be sought of the action by the Commission which acted upon any matter appearing on this agenda is governed by the provisions of Section 1094.6 of the California Code of Civil Procedure.



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660 WEST MAIN AVENUE MORGAN HILL, CALIFORNIA 95037

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Morgan Hill Library  
660 West Main Avenue  
Morgan Hill, California

Chairperson:	Tim Hennessey
Vice Chair:	Loren Burks
Commission Member:	Susan Brazelton
Commission Member:	Judith Cowan
Commission Member:	Paul Lake
Commission Member:	Bill Haskell
Commission Member:	VACANT

## **LIBRARY, CULTURE AND ARTS COMMISSION REGULAR MEETING**

**September 9, 2014**

**7:00 P.M.**

### **Minutes**

#### **CALL TO ORDER**

Called to Order by Chair Hennessey at 7:06pm

#### **ROLL CALL ATTENDANCE**

Tim Hennessey - Present  
Loren Burks – Absent  
Susan Brazelton – Present  
Judith Cowan – Present  
Paul Lake – Present  
Bill Haskell – Present

#### **DECLARATION OF POSTING OF AGENDA**

Per Government Code 54954.2

#### **PLEDGE OF ALLEGIANCE**

#### **OPPORTUNITY FOR PUBLIC COMMENT ITEMS NOT ON THE AGENDA**

No Comments

#### **ADOPTION OF AGENDA**

**Motion - Brazelton, Second - Cowan, Vote 6-0**

## **LIBRARY REPORTS**

### **C. COUNTY LIBRARY REPORT**

Legislation, Funding & Budgeting, JPA

Report By **County Librarian**

### **D. MORGAN HILL LIBRARY REPORT**

User Statistics-Staffing-Programs-Upcoming Events

Report By **Community Librarian**

### **C. FRIENDS OF THE LIBRARY REPORT**

Report By **President**

### **D. CITY OF MORGAN HILL UPDATE**

Update on City Events Relating to Arts and Culture

Report By **Community Services Director**

## **CONSENT CALENDAR**

### **3. APPROVAL OF MEETING MINUTES FOR July 8, 2014**

**Motion - Haskell, Second - Hennessey, Vote 6-0**

## **BUSINESS**

### **4. DOWNTOWN PLACEMAKING AND ART UPDATE**

Action: Receive report from Economic Development Manager, Edith Ramirez and placemaking consultant, Barbara Goldstein. Commissioners Lake and Cowan Provided Updates on involvement as part of the subcommittee supporting this item.

### **5. DISCUSS FUTURE MEETING LOCATIONS**

Action: Move LCAC meetings to the First Monday of every other month and into the City Council Chambers.

**Motion – Cowan, Second - Lake, Vote 4-0 (Haskell - Abstain)**

## **COMMISSION WORKPLAN UPDATES**

### **Permanent and Proposed Public Art**

(1) Publish art catalogue on City's website to better promote the collection and create a "virtual tour" (Cowan/Haskell/Brazelton) – Commissioner Haskell walked the commission through a draft of the web based catalog the subcommittee has been working on and took comments.

### **Library Outreach and Support**

(2) Establish Commissioner's Corner in Library to provide book recommendations (All – Lead Hennessey) – Staff and Library are working on a display. Commissioners to begin submitting books to Community Librarian.

## **ANNOUNCEMENTS** None

## **FUTURE COMMISSION INITIATED AGENDA ITEMS:** None

## **ADJOURNMENT** Chair Hennessey adjourns at 8:27pm.

October 2014  
Commission Report  
Nancy Howe, County Librarian

### **Summer Science: Summer Reading at SCCLD was a Success!**

We are pleased to announce the overall success of this year's Summer Reading Program. More than **15,000 children, teens and adults** throughout the Library District registered for the program, which resulted in over **50,000 books** being read by participants over the summer. More than **17,000 library patrons** attended at least one of the **290 Summer Reading Program events** held throughout the Library District. This year's participation showed an **18% increase** over the enrollment in SCCLD's 2013 Summer Reading Program.

*"Fizz, Boom, Read!"*, the theme of the 2014 children's program, offered a variety of incentives to keep kids reading throughout the summer. Adults were able to join in on the fun by exploring *"Literary Elements."* Each year students around the nation often experience what experts call "the summer slide." Research shows that students typically score lower on standardized tests at the conclusion of the summer vacation than on those same tests taken at the beginning of summer. Santa Clara County Library District hosts annual summer reading programs to help combat this troubling phenomenon.

### **English as a Second Language Classes**

SCCLD has received a \$40,000 grant from the California Department of Education to offer free ESL classes and to create curriculum materials for our ESL Conversation clubs. The clubs meet at every library, and the formal classes will be held at Campbell, Cupertino, Gilroy, and Milpitas beginning the third week in October. Intake sessions for the classes are currently underway. We expect approximately 100 students to enroll in the four classes, which will run through the end of June 2015.

### **100<sup>th</sup> Anniversary Celebration**

Celebrations continue at every library through the month of October. While the Library District did not set a new world record for people walking 5 meters with books on their heads, we did have a fun and enjoyable event on September 6th at Saratoga Library with over 600 participants and dozens of volunteers. The world record attempt received very favorable publicity in the San Jose Mercury News (<http://bit.ly/1sqiaMo>), and one of the participants created a video summary of the event (<http://youtu.be/J8vgHjI1l8c>).

### **Early Voting**

The Gilroy, Milpitas, Campbell and Los Altos libraries will offer early voting for the November 4, 2014 election. Polling machines will be available for two weekends prior to the general election: Saturday and Sunday, October 25<sup>th</sup> and 26<sup>th</sup>, and November 1<sup>st</sup> and 2<sup>nd</sup> from 12 -5 p.m. In addition, voters can drop off completed vote-by-mail ballots at all Santa Clara County Library District locations. Voted ballots must be sealed inside the provided return envelope, and the envelope must be signed by the voter to be counted. Ballots can be returned all SCCLD locations during normal business hours from Monday, October 6<sup>th</sup> – Tuesday, November 4<sup>th</sup>.

# Library Commission Report

## November 4<sup>th</sup>, 2014

Peggy Tomasso, Community Librarian

### September Statistics

	2014	2013
Total Circulation	62,434	61,685
Adult/Teen Circulation	30,374	31,510
Children's Circulation	32,060	30,175
Total # of Programs	66	44
Total # of Attendees	3,481	1,695
New Borrowers Registered	315	348
Gate Count	27,127	23,205

We had over 800 attendees for the library's 100 year celebration, and many wonderful events including a book signing with Geronimo Stilton, owls from WERK, balloons and face painting by YAC members, a magic show, crafts to make and take home, and a google glass demonstration.



*a celebrated past  
an exciting future*

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**santa clara county library district**





## **A Sampling of Other Upcoming Events:**

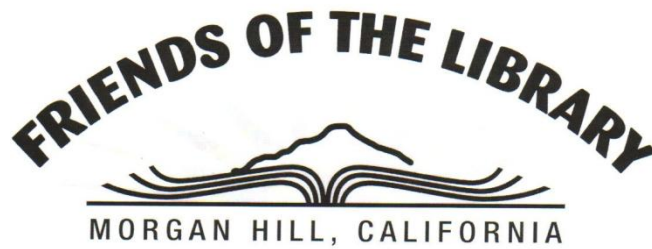
- We will be starting our weekly ESL Conversation Club, Thursday Nov. 6<sup>th</sup> from 4-5
- First Monday Knit-in
- Zumba: Mondays at 5:30 p.m.
- Virtual Lawyers in the Library third Tuesday evening of the month by appointment
- Bring Your Own Baby Book Club: last Monday of the month
- Books with Dessert Book Club: 4<sup>th</sup> Monday of the month
- EBook and Device Training: Wednesdays 11/12 & 12/10 @ 7 & 7:30 by appointment; Saturdays 11/21 & 12/19 @ 10 & 10:30 by appointment
- Reading Buddies on the 2<sup>nd</sup> Wednesday of the month
- 11/15 at 2: Drive-in Movie and car show
- 11/5 @ 7: Winter Fruit Tree Care
- Make your own caramel apples
- Saturday 11/22, 12/6, and 12/20 at 12:30: Polymer charm class
- 12/6 Rhythm, Rattle & Rock: Movement and Music Activities

## **Outreach:**

The library has been presenting the library's services to students at El Toro and P. A. Walsh and then issuing library cards. Teen Librarian Nichole King has started the Library at Lunch program at Martin Murphy Middle School the 3<sup>rd</sup> Tuesday of the month. She had 40 teens at her first program. She has an activity with them and an honor collection for them to check out from. She also presented the library's services and issued database cards to all the teachers.

## **Staff:**

The library welcomes Monique Bobila-Korbel as our new half-time page. Saralyn Otter, Supervising Children's Librarian, will be on maternity leave approximately November 25 through July 4. Nichole King will work out of class filling her position, and Hylary Locsin will be filling Nichole's position as teen librarian.



**Report to the Library, Culture and Arts Commission,**

**November 4, 2014**

**Teresa Stephenson, President**

- **Friends Activities**

- ❖ The Friends project with Weston Miles is continuing apace. We hope to have the plan put together by the members meeting in December. We have a progress meeting on October 31 with Lesley (no costumes required).
- ❖ We had a successful book sale on October 4 followed by an abundance of new donations. We had a special book sale for children's books (overstock) on October 29 which was also very successful.
- ❖ Several of the Friends visited Goodwill and got a tour of their facility and book operation.
- ❖ The annual members' meeting will be on December 9, 2014. Election of officers will be at 6:30 in the Library Program Room and a celebration of the Friends 40<sup>th</sup> anniversary will follow. Refreshments! Door Prizes! Save the date!!

# **CITY OF MORGAN HILL**

## **CITY COUNCIL POLICIES AND PROCEDURES**

**CP 05-01**

**SUBJECT:** ETHICS POLICY

**EFFECTIVE DATE:** APRIL 20, 2005; Amended September 7, 2005;  
Amended September 13, 2006, REVIEWED JULY 18, 07

**ORIGINATING DEPARTMENT:** CITY COUNCIL

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### **1. INTRODUCTION**

Democratic government can function properly only when the citizenry has confidence in its public officials. Once public trust is damaged, it is difficult to reestablish. As a result, a public agency may not be able to function effectively. Moreover, individual careers or reputations may be irreparably damaged. Hence, it is imperative to foster the highest standards of personal integrity and honesty in discharging public duties. Public officials should never compromise their honesty or integrity for personal gain or advancement. They should remain sensitive to the values of the public they serve.

The citizens, businesses and employees of Morgan Hill are entitled to fair and ethical local government. The ethical operation of local government therefore requires that decision-makers be independent, impartial and accountable. It is the Council's expectation that our city government will act in ways that inspire and retain the trust and confidence of the community we serve.

The City of Morgan Hill has adopted this Ethics Policy to promote the highest standards of personal and professional ethics by individuals charged with carrying on the City's business. This is a "values based" approach to ethical behavior, rather than a rules-based system. It is not intended to address all potential ethical issues which may arise, or to replace the various codes of ethics of professional associations but to supplement those codes. Ethics is a top priority for the City of Morgan Hill.

This Policy articulates values that are designed to ensure the public's confidence by requiring that:

- public officials, both elected and appointed, comply with both the letter and the spirit of the laws and policies affecting the operations of government;
- public officials be independent, impartial, and fair in their judgment and actions;
- public office be used for the public good, not for personal gain; and
- public deliberations and processes be conducted openly, unless legally required to be confidential, in an atmosphere of respect and civility.

To that end, and to foster the highest standards of integrity and honesty, the City Council of the City of Morgan Hill hereby adopts this Ethics Policy.

## 2. APPLICATION

All elected and appointed officials are required to subscribe to this Policy, understand how it applies to their specific responsibilities, and practice the core values set forth herein in their public service.

## 3. CORE VALUES

Representatives of the City of Morgan Hill shall be *ethical*. This means they should endeavor to practice the following core values:

- a) Honesty. I am honest with my fellow elected officials, the public and others. I am prepared to make unpopular decisions when my sense of the public's best interests requires it; and I take responsibility for my actions, even when it is uncomfortable to do so. I am trustworthy.
- b) Respect. I treat my fellow officials, staff and the public with patience, courtesy and civility, even when we disagree on what is best for the community. I respect others' time by coming to meetings prepared and offering observations only when I believe it will move the discussion forward. I work to gain value from diverse opinions and build consensus. I am approachable, open-minded and willing to participate in dialog and I work to convey this to others. I recognize government's responsibilities to everyone. I convey the agency's care for and commitment to its community members through my words and deeds. I am attuned to, and care about, the needs and issues of citizens, public officials and agency workers.
- c) Responsibility. I do not accept gifts, services or other special considerations because of my public position. I refrain from any action that might appear to compromise my independent judgment. I support merit-based processes for the award of public employment and public contracts. I demonstrate concern for the proper use of agency assets (such as personnel, time, property, equipment, funds).
- d) Fairness. I support the public's right to know and participate in the conduct of the public's business. I am impartial when making decisions. I make decisions based on the merits of the issue.
- e) Loyalty. I respect the confidentiality of information concerning the agency's property, personnel and affairs. When presenting my individual opinions and positions, I explicitly state that my opinions do not represent the agency's position and I will not allow the inference that they do.

4. ACCOUNTABILITY

- a) On a yearly basis, on or before the due date of the submittal of the Conflict of Interest – Form 700, all persons subject to this Policy shall sign a statement affirming that they have read and understood the provisions of this Policy within the last 30 days.
- b) Violations of this Policy by commission, committee, board members and anyone appointed by the City Council in any manner, may be punishable, in the discretion of a majority of the City Council, by censure, public reproof, removal from appointed position, or, for serious violations warranting criminal charges, referral of the matter to the Santa Clara County District Attorney's Office for prosecution.

5. ANNUAL REVIEW

The Ethics Policy is to be reviewed on an annual basis.

This policy shall remain in effect until modified by the City Council.

APPROVED:

  
DENNIS KENNEDY, MAYOR

DATE:

9/29/06

<b>CITY CORE VALUES</b>	<b>EXPRESSIONS OF CORE VALUES</b>	<b>POSITIVE BEHAVIORS</b>	<b>NEGATIVE BEHAVIORS</b>
Honesty	I am honest with my fellow elected officials, the public and others.	Encouraging open discussion. Fully disclosing my interests in and my motivations for raising the issue. Acknowledging past mistakes, and attempting to correct them.	Being elusive, indirect. Misrepresenting the motives behind my decision.
Integrity	I am prepared to make unpopular decisions when my sense of the public's best interests requires it; and I take responsibility for my actions, even when it is uncomfortable to do so.	Becoming knowledgeable of the pros and cons of all issues, and stating clearly on what basis a decision is being made. Questioning the validity of the proposal or position, and being willing to challenge the status quo or the majority to ensure the proper decision is being made for the right reasons.	Not attending meetings to avoid controversial votes. Unwilling to oppose actions just to avoid controversy. Creating "spin" explanations of mistakes. Blaming or ascribing ownership to others.
	I am trustworthy	Going out of the way to build trust. Carefully considering the impact of one's actions on public confidence. Actively listening with the intent of truly understanding.	Not being candid. Taking actions that destroy relationships.
Respect	I treat my fellow officials, staff and the public with patience, courtesy and civility, even when we disagree on what is best for the community.	If the proposal/issue once opposed now is presented with valid points to convince a reversal in position, acknowledging the validity. Acknowledging the effort whether agree or disagree with the findings. Being on-time and prepared.	Being rude, and ridiculing others in public and in private. Ascribing bad motives to those who disagree.
	I respect others' time by coming to meetings prepared and offering observations only when I believe it will move the discussion forward.	Actively helping the meeting move forward by asking questions, rephrasing statements that are not clear, and making observations to enhance the quality of the debate.	Being unprepared. Monopolizing the conversation; speak off point.

<b>CITY CORE VALUES</b>	<b>EXPRESSIONS OF CORE VALUES</b>	<b>POSITIVE BEHAVIORS</b>	<b>NEGATIVE BEHAVIORS</b>
	I work to gain value from diverse opinions and build consensus.	Actively seeking out differing viewpoints and common threads. Encouraging productive debate. Working to craft solutions.	Refusing to listen/meet/talk/have dialog/interchange. Being unresponsive or ignoring others. Being unwilling to make concessions.
Respect (continued)	I am approachable, open-minded and willing to participate in dialog and I work to convey this to others.	Focusing on solving problems. Encouraging input and incorporating it into decisions. Being accessible via all media; expressing a willingness to meet with others.	Using a closed, irritated tone of voice and body language. Unwilling to listen to others' opinions.
	I recognize government's responsibilities to everyone.	Actively listening. Facilitating civil dialogue with all elements of the community.	Being biased, prejudiced or arrogant. Engaging in intimidating behavior. Being indifferent.
	I convey the agency's care for and commitment to its community members through my words and deeds.	Volunteering; being a visible part of the community. Attending and supporting community events that reflect "commitment to community." Publicly honoring those who have contributed to the good of the community.	Never being seen publicly, a "no-show."
	I am attuned to, and care about, the needs and issues of citizens, public officials and agency workers.	Establishing citizen/customer/employee-friendly environment. Being a good listener; understanding others' perspective.	Being unavailable.
Responsibility	I do not accept gifts, services or other special considerations because of my public position.	Not accepting gifts which would influence my decisions. Informing those who might offer gifts of the City's core value.	Being "in the camp of;" affiliating with big bucks folks. Seeking public favors for supporters. Accepting special privileges for influencing others.

<b>CITY CORE VALUES</b>	<b>EXPRESSIONS OF CORE VALUES</b>	<b>POSITIVE BEHAVIORS</b>	<b>NEGATIVE BEHAVIORS</b>
	I refrain from any action that might appear to compromise my independent judgment.	Declaring conflicts of interest, or even the appearance thereof.	Leaning toward favoring supporters/friends/contributors.
	I support merit-based processes for the award of public employment and public contracts.	Keeping the public welfare/benefit foremost in consideration. Ensuring that there are open competitive processes based on appropriate criteria that can be measured.	Concealing an action "because others might misunderstand." Lobbying for friends for jobs and contracts.
	I demonstrate concern for the proper use of agency assets (such as personnel, time, property, equipment, funds)	Treating agency assets like a public trust. Assuring processes are attuned to best interests of the City.	"Rigging" the criteria.
Fairness 4	I support the public's right to know and participate in the conduct of the public's business.	Ensuring that meetings include opportunities for all people to provide meaningful input. Being proactive by supporting communication processes that inform the public and forums that encourage input.	Discouraging public input and participation by holding meetings at inconvenient times and locations. Rushing decisions.
	I am impartial when making decisions.	Articulating clearly that decisions I make or support are based on the merits of the project and not on the relationships or the personalities. Making decisions based on criteria that are objective and meaningful.	Not allowing everyone to speak who wishes to do so. Demeaning those who disagree with you. Taking care of those that take care of you.
	I make decisions based on the merits of the issue.	Researching to thoroughly understand all issues including the pros & cons of alternatives. Explaining your decision thoroughly.	Being closed; don't listen, reject out of hand, etc. Appeasing the loudest group.



<b>CITY CORE VALUES</b>	<b>EXPRESSIONS OF CORE VALUES</b>	<b>POSITIVE BEHAVIORS</b>	<b>NEGATIVE BEHAVIORS</b>
Loyalty	I respect the confidentiality of information concerning the agency's property, personnel and affairs.	Seeking guidance when in doubt about the confidentiality of information.  Keeping commitments.  Honoring the process; respecting the procedures. When change is needed, changing within the system.	Giving out information when it serves my personal purposes even if it hurts others.  Making something confidential to avoid controversy or loss of face or to cover up issues that should be public.  Using confidential information to gain credibility or to discredit others.  Divulging information to selected sources for gain or prestige.
	When presenting my individual opinions and positions, I explicitly state that my opinions do not represent the agency's position and I will not allow the inference that they do.	Declaring conflict of interest on issues or matters for which have or could have personal gain.	Speaking for the agency or any fellow body member without explicit authorization.

## Supplemental Item 1



November 2014

Commission Report

Nancy Howe, County Librarian

### Silicon Valley Reads

## Silicon Valley Reads 2015



### Homeland & Home: The Immigrant Experience

Silicon Valley Reads 2015 will explore the immigrant experience in our upcoming "community reads" program. Each year, the program promotes reading and literacy, engaging our community in dialogue about themes in books relevant to Silicon Valley.

The 2015 theme, "Homeland and Home: The Immigrant Experience", will find common ground among residents of the region. It offers a trio of books originating from three different continents: *We Need New Names* by NoViolet Bulawayo; *The Book of Unknown Americans* by Cristina Henríquez; and *Stealing Buddha's Dinner* by Bich (Beth) Minh Nguyen.

More than a third of Santa Clara County residents were born outside the U.S. Each came to America with a different dream, but all strive to balance maintaining a connection to the culture of their homeland, while adapting to the ways of their new home.

Companion books for young people that relate to the "Homeland and Home" theme have also been selected: *My Name is Yoon* by Helen Recorvits (ages 4—8); *Dancing Home* by Alma Flor Ada and Gabriel M. Zubizarrett (ages 8—12); and *Something About America* by Maria Testa (ages 12 and up).

"Homeland & Home: The Immigrant Experience" will include more than 100 free events throughout February and March, leading off with an event at the Heritage Theater in Campbell on Feb. 4 that will bring together all three authors.

### 100<sup>th</sup> Anniversary Celebrations Conclude



More than 14,000 people attended 52 events in to celebrate Santa Clara County Library District's 100<sup>th</sup> Anniversary.

## JPA Meeting

The JPA met on October 30, 2014. Actions included:

- The JPA voted 8-3 to eliminate the non-District resident \$80 fee for a library card effective July 1, 2015. The fee was imposed in July 2011 due to elimination of state funding of Transactional Based Reimbursement that subsidized net lending, budget decreases due to economy, and high use of SCCLD by neighboring library jurisdictions. Key reasons in 2014 to eliminate the fee include 1) desire for regional reciprocity as neighboring library jurisdictions do not charge our residents; 2) recognition that neighboring jurisdictions have invested in new libraries (Los Gatos, San Jose, Santa Clara, Palo Alto) and increased library services since 2011; 3) ongoing demand on staff time devoted to implementing the fee; and 4) to become eligible for state library funding for broadband.
- Approval of the Community Room Policy (Attachment 1)
- Increase to \$25 per 4 hour booking to use the library's community rooms. Current fee of \$10 has not been revised for over 20 years and no longer is in line with charges of other libraries.
- Unanimously elected Emily Lo, Mayor of Saratoga as 2015 Chair of the JPA, and Burton Craig, Mayor of Monte Sereno, as Vice Chair.

## Derek Wolfgram to become Director, Redwood City Library

Since 2009, Derek has served as Deputy County Librarian, Community Libraries and Outreach. His last day with us will be 14<sup>th</sup>. Please join me in congratulating Derek on his new position thanking him for his years of exceptional work with Santa Clara Library District.



November  
and  
County

## 2015 Friends, Commissions, Endowment, and Foundation Forum

Save the date: Saturday, February 7, 2015 for our annual Forum, the event where you can learn more the library and meet library volunteers from other of the District. Our keynote speaker this year will be Robert Dawson, author of *The Public Library: A photographic essay*.



## The Public Library

A PHOTOGRAPHIC ESSAY BY Robert Dawson



about  
parts



Number:

Page: 1 of 2

Date: 10/30/2014

Replaces: 11/13/2007  
Meeting Room Policy

## SANTA CLARA COUNTY LIBRARY DISTRICT POLICY AND PROCEDURE MANUAL

### **SUBJECT: Community Room Policy**

In keeping with our mission to be an open forum promoting knowledge, ideas, and cultural enrichment, Santa Clara County Library District (SCCLD) makes rooms available to external organizations engaged in educational, cultural, intellectual, civic, or charitable activities. The Library District may establish additional policies that apply to its own use of the community rooms.

- All meetings must be free to attendees and open to the general public. Admissions fees are not permitted. No donations, raffles, collections, fees, or sales of any kind may occur except as specified within this policy. Voluntary contributions for organizational dues or a nominal amount to cover the cost of refreshments may be collected.
- Commercial uses of the rooms are prohibited, including use by organizations that are making sales or solicitations, or whose primary purpose for holding a meeting is to sell or solicit names for future sales. The Library may ask an organization for verification that it is non-commercial in nature.
- Permission to use the community room does not constitute endorsement by the Library of an organization or the content of its meeting. The Library may co-sponsor events of general interest to the community that support the Library's mission and goals.
- Private uses of these facilities such as birthday parties, private tutoring, play groups, and business meetings are prohibited.
- The name of the organization and the name and phone number of the person making a room reservation may be posted or given to anyone who inquires. Groups may not use the library's logo, website, or phone number in their publicity, nor may they indicate in publicity that the Library is a partner or sponsor unless approved by the Community Librarian or his or her designee.
- Eligible organizations (in priority order) include:
  - A. Santa Clara County Library District
  - B. Organizations whose programs are co-sponsored by SCCLD
  - C. SCCLD-related groups such as Library Commissions, Friends of the Library, or library foundations or endowments
  - D. City or Santa Clara County sponsored meetings
  - E. Civic, school and nonprofit groups presenting programs of public interest
  - F. Other groups not included above and not excluded by this policy

Form:

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Policy Author:

## **SANTA CLARA COUNTY LIBRARY DISTRICT POLICY AND PROCEDURE MANUAL**

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- At events sponsored by the library such as author talks and musical performances, pertinent items such as books and musical recordings may be sold. Friends of the Library and other library support groups may also conduct fundraisers including book sales in the rooms.
- Library sponsored events take precedence over those sponsored by other organizations. In rare circumstances, the Library may exercise the right to change a reservation to accommodate library activities.
- A nonrefundable fee for making a reservation is payable at the time the room is booked. This fee cannot be transferred to another date or applied to another organization. Fees will not be collected for events co-sponsored by the Library, nor for events organized by the County of Santa Clara or any of the Library JPA member cities.
- Users must agree to indemnify, defend, and hold the Santa Clara County Library District harmless for claims or loss arising out of facility usage.
- The person who makes a room reservation is responsible for ensuring that use of the room is in accordance with library policies, including the Behavior Standards policy. Failure to comply with library policies may result in loss of permission to use the room and cancellation of future reservations. Room users shall reimburse the Library for any loss or damage to facilities or equipment.
- The Library will not be responsible for arranging furniture for community room users unless events are co-sponsored by the Library. Community room users are responsible for returning furniture to its original location within the room unless other arrangements are made with Library staff.
- Smoking and alcoholic beverages are not permitted anywhere in the library.
- Animals are not allowed in the library with the exception of service animals.
- Each community library determines its own reservation procedures, including frequency of booking, how far in advance reservations may be made, days and times available, minimum and maximum numbers of people attending, and entrance and exit procedures.